

Land Split/Combination

PZ-LSC

ONLINE SUBMITTAL REQUIREMENTS (please scan or provide an electronic copy of the following):

This request can be initiated online, however it must be completed in person over the counter or via mail. The **original form with original ink signatures** is required for this request, which is processed by multiple County departments. A planner will contact you for additional information or, if approved, to pick up the original form or prepare to receive the form via mail.

- A completed, signed [Split/Combo Form](#) shall be submitted online **and must be submitted** over the counter at the end of the process (after a planner notifies you it is ready to be signed by staff) at the Coconino County Community Development Department or mailed to 2500 N. Fort Valley Road Building #1 Flagstaff, AZ 86001.
- The following items must be prepared by an Arizona Registered Land Surveyor:
 - Legal descriptions of current and proposed lots
 - Legal descriptions of portions of property being split/combined as applicable
 - Legal descriptions of easements on the subject properties
 - *Note: Legal access in the form of an easement must exist and be recorded for any lots under 10 acres in size.*
 - Survey map showing current and proposed configurations and existing structures, septic systems, driveways, and roads on the affected site(s)
- If **combining two subdivision lots** within the same subdivision plat, the applicant may simply write the legal descriptions of each lot on the Split/Combo Form. The services of a surveyor are not required for this scenario.
 - For example, to combine lots 1 and 2 in Subdivision X Phase Y, a legal description would be “Subdivision X Phase Y Lot #1” for the first parcel and “Subdivision X Phase Y Lot #2” for the second parcel.
- The deeds of the properties will also contain the legal descriptions as recorded.
- Signatures on the Split/Combo Form must match the owner(s) on file according to the Assessor’s Office. If part of a corporation, proof of affiliation must be provided as well.
- Non-refundable filing fee